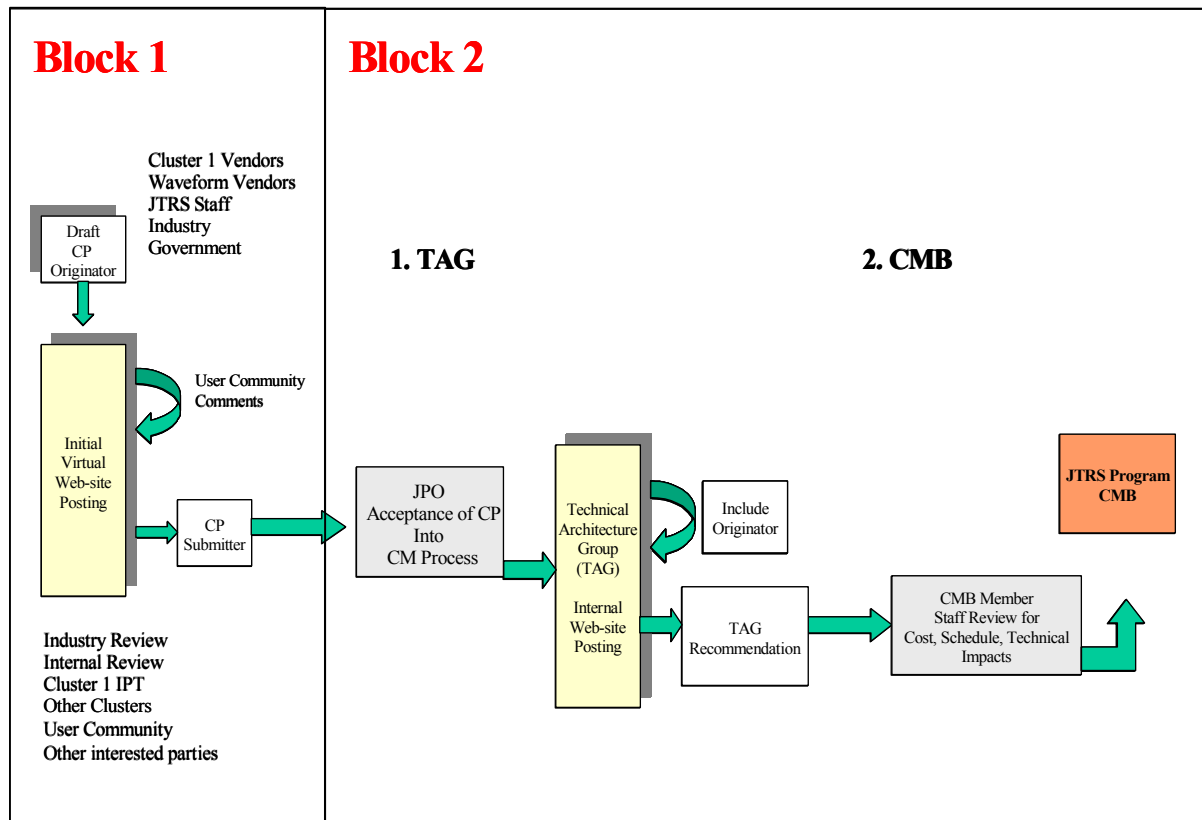


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## SCA Change Control Process

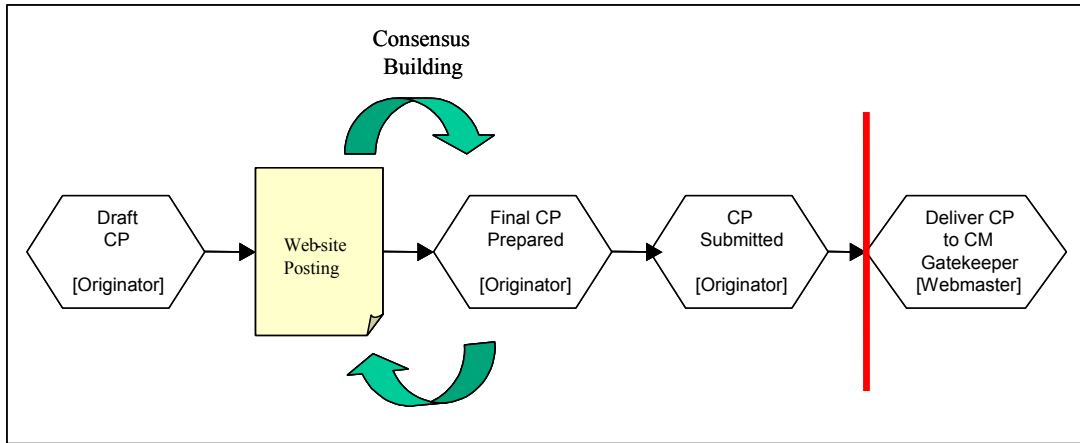
The diagram below depicts the SCA Change Control Process. Descriptions of the activities that occur in each of the two major blocks (1 and 2) are explained in further detail. The SCA Change Control process offers a public discussion forum through the JTRS website. Information about the website, and specific instructions are provided within this section.



### Block One Details Expanded

Block One details (a further breakout of the above diagram) show the processes followed to originate and submit an SCA change proposal to the Joint Tactical Radio System (JTRS) Joint Program Office (JPO).

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The following information represents the major activities that are a **pre-condition** for Block One:

- The JTRS JPO has established a public website for posting SCA Change proposals. The website can be accessed from the JTRS web site at <http://jtrs.army.mil>. In order to reach the site, select “SCA” from the “Hot Links” section and then select “SCA Change Proposal Process Portal”.
- All participants will initially start at the “Welcome to the SCA Discussion Forum” page. New users must request access by selecting the “Request Access” bar. This includes both CP originators and reviewers. An “Access Request Form” is provided to submit a registration request. Participants will receive e-mail notifications welcoming them to the SCA website and providing them with a specific User ID and Password. Members can log in directly from the “Welcome to the SCA Discussion Forum” page.”

The following information represents the major activities for Block One Activities:

- All of the open SCA Change Proposals will be posted to the public discussion forum to gain consensus in order to reach the best technical recommendation. The column layout on the main screen of the SCA discussion forum is as follows:

**Auto #** - This is an internally auto-generated number for tracking purposes

**Change Proposal Draft** - Title of the SCA Change Proposal

**Category** - Types or category of the SCA CP

- **Cleanup** - Administrative changes such as formatting, paragraph references, and grammatical changes. Technical changes limited to rewording statements and changes to diagrams.

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- **Security** - Security related change proposals that may require review from the National Security Agency (NSA) or other security experts.
- **Core Framework** - Change proposals pertaining to the content and composition of the items in the SCA 2.2 OE and CF module. These include the Base Application, Framework Control, and Framework Service Interfaces. Core Framework changes may impact the SCA organization, representation, behavioral descriptions, XML or associated IDL.
- **Radio Services** - Change proposals related to the introduction or modification of non-waveform software applications used within the context of a JTRS set. These proposals encompass both services (applications that can be used by all components in a radio, e.g. the Log and Event Services) and facilities (applications that complement or work in conjunction with waveform applications such as crossbanding, IO or RF/IF). These proposals may impact building blocks or APIs specific to the service/facility.
- **Waveform** - Change proposals affecting the design and implementation of SCA compliant waveforms. These proposals may impact waveform specific building blocks or registered APIs.
- **API Supplement** - Change proposals addressing API issues that do not map to either the Radio Service or Waveform category. Restructuring the SCA waveform decomposition strategy, reorganizing the API Service Description format and developing a standard set of Device APIs are examples of change proposals that would reside in this category.

**Review Precedence** - As assigned by the TAG Chair

**Submitted Date** - Date SCA CP was submitted to the JPO

**Last Reviewed** - Date SCA CP was last reviewed by registered members

**Comments** - One-up number which indicates how many comments are made to a particular CP

- A new CP may be submitted by selecting “*Submit Draft CP*” from the menu on the “*SCA Discussion Forum*” page. Instructions are provided to assist the submitter in preparing an SCA change proposal for initial posting to the SCA public discussion forum. A “*New SCA Change Proposal*” form is provided, with instructions for each field. The ability to add attachments is also a feature. Once drafted, the originator clicks on the “*Submit Draft Change Proposal*” button to forward the draft proposal for initial viewing and comments on the website. All registered participants will be notified via e-mail whenever a new SCA change proposal is posted.

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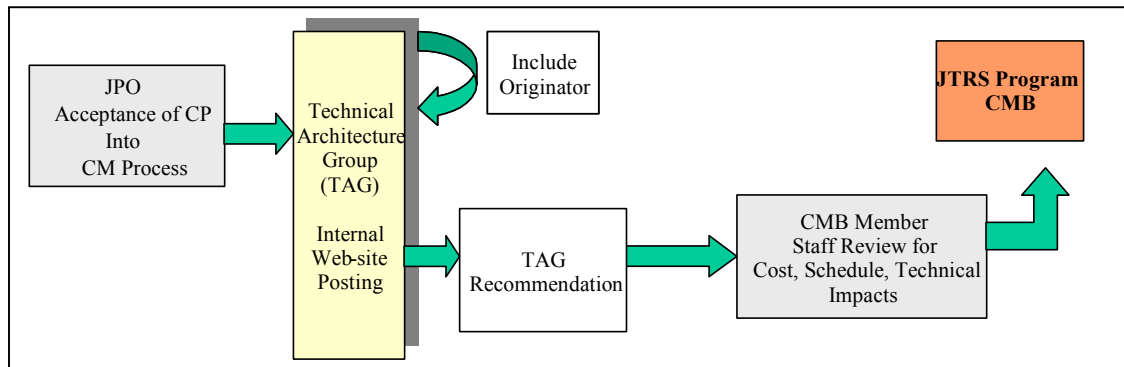
- The SCA change proposal will be posted to the website for an initial two weeks to allow consensus and comments from JTRS-registered participants. This timeframe provides an opportunity for the JTRS community, as a whole, to view and comment on the initial posting. Individuals can elect to view the contents of the change proposal, or make additional technical recommendations. The CP submitter can also put in additional comments or responses during this period. This is an iterative process that welcomes the exchange of technical ideas and discussions. After the initial posting period, the submitter or JPO Configuration Control Manager (CCM) can elect to submit the change proposal for TAG review, withdraw it from consideration, or extend the initial posting period. The JPO CCM will assist in coordinating the time period in which SCA CPs are posted to the discussion forum. The JPO realizes that CPs may be posted longer than the initial two-week period.
- During the initial posting period, comments from the JTRS community are highly encouraged and anticipated. Participants making comments to a change proposal can do so by clicking on a CP of interest, and then by clicking on the “*Submit Comment*” button. Participants can also include an attachment to the comment. The CP originator is encouraged to respond to the comments provided while items are in the discussion forum so that consensus can be reached before the CPs are submitted to TAG.
- The submitter selects the “*Prepare final change proposal*” button, and is provided with an editable version of the original change proposal, including all comments. Reaching a consensus simplifies the TAG submission, so the submitter is required to provide a rationale statement that addresses the dissenting comments by completing the “*Response to Comment(s)*” field. The completion of this field is a required action on the part of the CP submitter. All comments will be captured and carried through for review by the Technical Architecture Group (TAG) during the next stage of the review process. The submitter then clicks on the “*Submit Final Change Proposal*” button. This action begins the JPO Configuration Management process, and removes the CP from the Discussion Forum. The submitter can continue to monitor the status of the CP by clicking on “*CP Status*” located on the Discussion Forum. Also, it is anticipated that the Technical Architecture Group (TAG) will contact the submitter during the course of the review.

**Block Two Details Expanded**

Block Two describes the processes involved to review and manage the SCA Change Proposal through formal JPO Configuration Management channels. It is divided into two parts:

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1. Technical Architecture Group activities
2. JTRS Program Configuration Management Board functions



The JPO Configuration Control Manager will oversee a gate keeping process for monitoring the workflow of the change proposals. Duties will include:

- Perform an initial, administrative review of the SCA CP for completeness; return to submitter if not complete. The SCA CP will not be moved to the TAG section until it has passed this initial review conducted by the JPO CCM
- Assign a CM tracking number to the SCA CP
- Enter the SCA CP into the CM system
- Notify TAG Chair of new CP posting (via e-mail notifications); coordinate with TAG Chairperson on CP review assignments. The TAG Chairperson will inform the JPO CCM as to the reviewer assignments.
- Facilitate the progress of the CP through the TAG process; coordinate process flow with all TAG and SMEs
- Update CM database with initial and final TAG recommendations

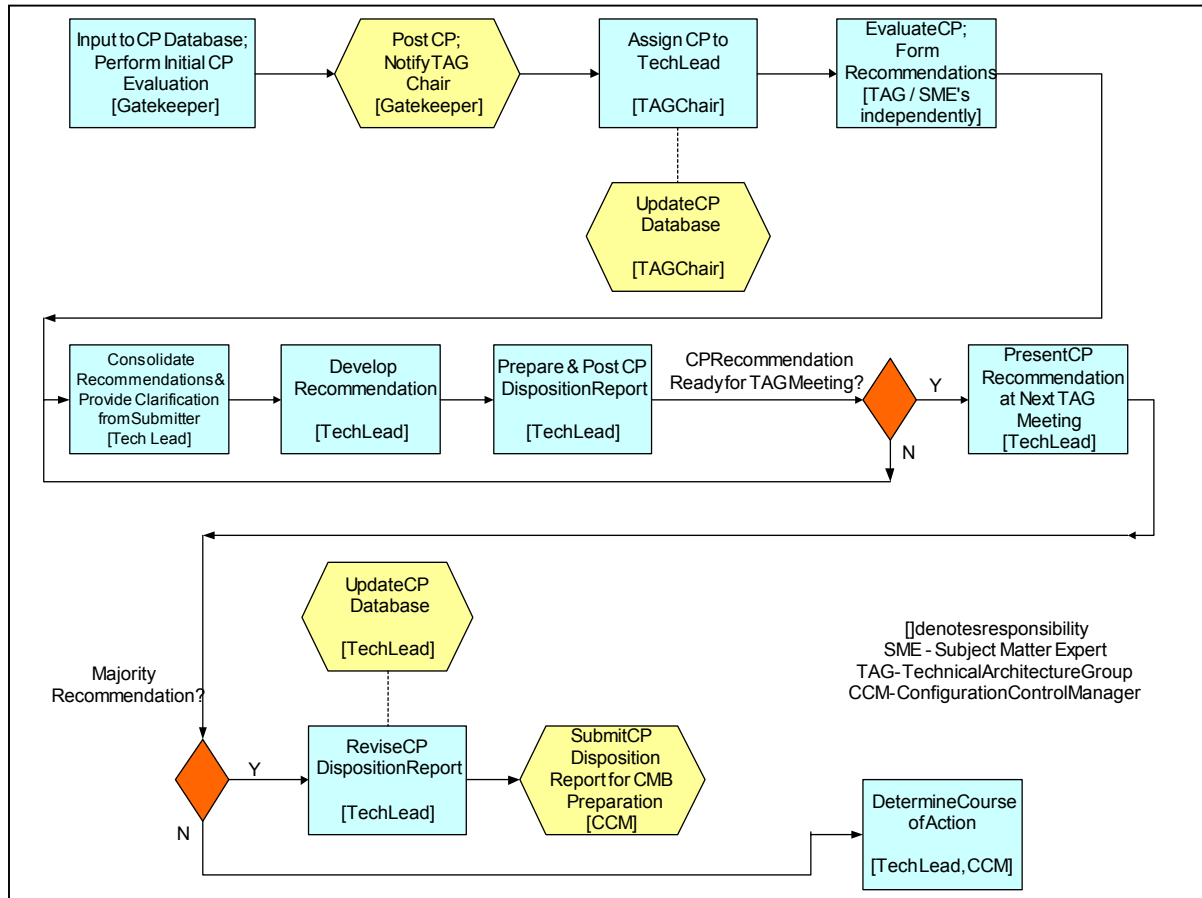
The JPO CCM has oversight responsibility for the change control process and its implementation.

### Technical Architecture Group (TAG) Process

The diagram below describes the JPO Technical Architecture Group review process. This is a period when discussions occur between the TAG reviewers, designated subject matter experts, and the CP originator. The TAG CP Technical Lead will oversee the technical discussions, and work towards a final resolution. The CP originator is an active participant throughout the TAG process, and, if necessary, may address the JTRS Program Configuration Management Board. A “CP Status Board” selection is available

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on the discussion forum page that provides feedback on the status of the CP as it enters into the TAG.



The TAG Chair is responsible for prioritizing the SCA CPs as shown below.

- **High** - Initiate action immediately. Has significant programmatic impact.
- **Routine** - Initiate action within 30 days. Has programmatic impact.
- **Low** - Initiate action as necessary. Has minimal programmatic impact.
- **Administrative** - Address as available (typos, punctuation, page numbering, etc) - close before next document release.

The Role of Subject Matter Experts (SMEs): During the TAG review process, there may be a need to confer with individuals who are not TAG members. This process provides a mechanism for soliciting comments from technical subject matter experts during the course of the review.

### **Pre- JTRS CMB Process**

Upon receiving a formal disposition report and TAG recommendation, the JPO CCM will prepare the SCA CP package for JTRS Program CMB review. There will be an internal CMB member staff review of the SCA CP addressing programmatic issues such as cost, schedule, and technical impacts prior to presentation at the JTRS Program CMB. The JPO CCM will schedule and coordinate the presentation of the SCA Change Proposals to the CMB, and perform the administrative functions of an SCA CMB secretariat.

### **JTRS Program CMB Responsibilities**

The JTRS Program Configuration Management Board's responsibilities include, but are not limited to, the following:

- Programmatic decisions affecting cost, schedule, impact, and performance
- Ensure that the SCA meets its technical requirements
- Authorize the release of SCA versions
- Evaluate and authorize changes to the SCA
- Determine priority of change requests
- Provide a forum to communicate and assign process and technical issues
- Communicate decisions to affected groups